

ROLE ADVERT

- ROLE TITLE:** Senior Meals Service Provider
(1 post)
Permanent
- POST ID:** SAS224
- GRADE:** BAND E SCP 21 – 25 £19,939 - £22,434 pro rata per annum
- HOURS:** 7 hours per day on a 4 on, 4 off shift pattern
(8.30am – 4.00pm)
- LOCATION:** Raglan Transport Depot, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary.

PURPOSE OF POST:

Working with and in the absence of the manager to ensure the smooth running of all aspects of the service / services provided for:

- Service users in their own homes.
- Day services and luncheon clubs.
- Any contracted services.

**Should you require any further information regarding this post, please contact:
Pauline Batty, Co-ordinator Tel: 01873 882911**

Closing Date: 12 noon on Friday 3 February 2017

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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FUNCTION:

- To act as senior member of staff on shift to ensure:
 - Compliance with food standards and hygiene protocols.
 - Vehicle maintenance issues are highlighted and dealt with.
 - Stock control and ordering systems are implemented.
 - To support financial management procedures in relation to cash collection and security, and day today office procedures.
 -
- In the absence of the Manager you will:
 - Arrange staff cover in the event of sickness and annual leave.
 - Liaise with out of hours services in the event of failed entry to a service user's home. (No response protocol).
 - Promote safe working practices and safe working environments.
 - Collect, convey and deliver hot and cold food to service users in their own homes, reporting back as necessary on service user welfare.

Duties and Responsibilities

1. To maintain an up to date knowledge of food legislation, working with the manager to ensure compliance and the highest standards are maintained.

2. To work closely with the Meals Service Manager and notify them of any concerns affecting the overall operation of the service.
3. Take a lead role in ensuring that the vehicles are maintained to the highest standards and that all checks are carried out appropriately.
4. Undertake daily and weekly checks in relation to equipment and premises.
5. To work closely with Meals Service Manager and Meals Service Providers to resolve issues of safe working practices.
6. You will be required to undertake regular stock checks and monitoring and to prepare orders as required.
7. To check all cash receipts prior to storage in the safe.
8. Take responsibility for vehicle and premises – ensuring daily and weekly checks are undertaken and that equipment and premises are clean.
9. Using a production list collect appropriate meals from freezers and load into oven and chiller unit and ensure oven is operating as instructed.
10. Deliver meals to service users following a delivery schedule, ensuring that service users are seen and that any case for potential concern is reported back as necessary.
11. To distribute weekly menu sheets and other correspondence to service user assisting to fill in where necessary.
12. To collect the correct amount of money from each service user, issuing receipts to reflect payments and prompt payments.
13. To keep daily records as required by service co-ordinator.
14. Participate in staff team meetings and take the lead in shift meetings.
15. As directed by the Meals Service Manager to provide induction training to new members of staff in line with the Care Council for Wales Induction framework and the directorate's 'Pathway' programme for new employees.
16. To liaise with care managers and other involved parties, as appropriate to ensure an accurate exchange of information with regard to changing service user needs / circumstances.
17. To maintain staff and service user information accurately and confidentially.
18. To work flexibly and gain a knowledge of all delivery rounds so you are able to respond to requests to work out of normal working areas and normal working times as required by the Meals Service Manager.
19. To be pro-active in the development of the service, making the necessary changes to practices to incorporate new schemes and initiatives.
20. To provide cover in the absence of colleagues.
21. To be aware of your own personal development needs and take an active involvement in training, supervision and appraisal.
22. To be aware of and work within the Council's policies and procedures which are relevant to this post.
23. To work to and actively develop and promote quality standards.
24. To advise the Meals Service Manager of any apparent deficiencies in the service.
25. To demonstrate a willingness to abide by and implement the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.
26. To be responsible for the implementation and monitoring of Health and Safety at work in designated area as laid down in the authorities Health and Safety policy and procedures.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder would be required to work. In the interests of effective working the major tasks may be reviewed to reflect changing departmental needs and circumstances.

For an informal discussion about this post, please contact: Pauline Batty,
Co-ordinator 01873 882911

Closing date: 12 noon on Friday 3 February

PERSON SPECIFICATION

JOB TITLE: Senior Meals Service Provider (Direct Care)

AREA/TEAM: Direct Care Services

REQUIREMENTS	HOW TESTED
WEIGHTING - HIGH, MEDIUM, LOW	
1 EDUCATION/QUALIFICATIONS/ KNOWLEDGE	
1.1 An up to date knowledge of Food safety standards and HACCAP and a willingness to undertake Level 3 Food Safety training. (HIGH)	Application Form
1.2 A current food hygiene certificate and willingness to achieve Level 3 Qualification. (HIGH)	Application Form
1.3 An up to date knowledge of Health and Safety legislation. (HIGH)	Application Form
2. EXPERIENCE	
2.1 Experience of working in a care-catering environment. (HIGH)	Application Form
3 APTITUDE AND SKILLS	
3.1 The ability to work in difficult conditions and under pressure. (HIGH)	Interview/ Application Form
3.2 A basic knowledge of IT. (HIGH)	Interview/ Application Form
3.3 The confidence to drive through change to promote quality and consistency. (HIGH)	Interview/ Application Form
3.4 A flexible approach. (HIGH)	Interview
3.5 Have good written and oral communication skills. (HIGH)	Interview / Application Form
3.6 The confidence to communicate effectively with other professionals and agencies working with service users. (HIGH)	Interview
3.7 Be able to work effectively both on your own and as part of a team. (HIGH)	Interview
3.8 Excellent numeracy. (HIGH)	Interview
4. PERSONAL ATTRIBUTES	
4.1 Committed to the highest standards for the service and its continual development (HIGH)	Interview
4.2 A personal commitment to the training and development needs of all staff. (HIGH)	Interview
4.3 Self motivating and focused. (HIGH)	Interview
4.4 A commitment to personal and team development. (HIGH)	Application Form
4.5 Be flexible in your approach to how and where you work. (HIGH)	Interview
5. CIRCUMSTANCES	
5.1 Full Driving License. (HIGH)	Application Form
6. EQUAL OPPORTUNITIES	
6.1 Demonstrate a willingness to abide by and implement the Councils' Equal Opportunities policy. (HIGH)	Interview

Appointment to this post will be subject to an enhanced disclosure check.

CYNGOR SIR FYNWY

CYFARWYDDIAETH TAI A GWASANAETHAU CYMDEITHASOL

DISGRIFIAD SWYDD

SWYDD:	Uwch Ddarparrydd Gwasanaeth Prydau (1 swydd)
RHIF SWYDD	SAS224
ORIAU:	7 awr y dydd ar batrwm shifftiau 4 ymlaen - 4 i ffwrdd (8.30am – 4.00pm)
GRADD:	SCP 21 – 25 £19,939 - £22,434 pro rata y flwyddyn
LLEOLIAD:	Depo Trafnidiaeth Rhaglan
CYFRIFOL AM:	Rheolwr Gwasanaeth Prydau

DIBEN:

Gweithio gyda ac yn absenoldeb y rheolwr i sicrhau rhediad llyfn pob agwedd o'r gwasanaeth/gwasanaethau a ddarperir ar gyfer :

- Defnyddwyr gwasanaeth yn eu cartrefi eu hunain.
- Gwasanaethau dydd a chlybiau cinio.
- Unrhyw wasanaethau ar gontract.

SWYDDOGAETH:

- Gweithredu fel uwch aelod o staff ar shifft i sicrhau:
 - Cydymffurfiaeth gyda safonau bwyd a phrotocolau glanweithdra.
 - Y caiff materion cynnal a chadw cerbydau eu hamlygu a'u trin.
 - Gweithredu systemau rheoli stoc ac archebu.
 - Cefnogi gweithdrefnau rheolaeth ariannol yng nghyswllt casglu arian a diogelwch a gweithdrefnau swyddfa dydd i ddydd.
- Yn absenoldeb y Rheolwr byddwch yn:
 - Trefnu staff llanw os oes salwch a gwyliau blynyddol.
 - Cydlynu gyda gwasanaethau allan o oriau os methir cael mynediad i gartref defnyddiwr gwasanaeth. (Protocol dim ymateb).
 - Hyrwyddo arferion gwaith diogel ac amgylcheddau gwaith diogel.
 - Casglu, cludo a dosbarthu bwyd poeth ac oer i ddefnyddwyr gwasanaeth yn eu cartrefi eu hunain, gan adrodd yn ôl fel bo angen ar les defnyddwyr gwasanaeth.

Dyletswyddau a Chyfrifoldebau

27. Cynnal gwybodaeth gyfredol o ddeddfwriaeth bwyd, gan weithio gyda'r rheolwr i sicrhau cydymffurfiaeth a chynnal y safonau uchaf.
28. Gweithio'n agos gyda'r Rheolwr Gwasanaeth Prydau a'u hysbysu am unrhyw bryderon yn effeithio ar weithrediad cyffredinol y gwasanaeth.

29. Arwain wrth sicrhau y cedwir y cerbydau i'r safonau uchaf ac y caiff yr holl wiriadau eu gwneud mewn modd priodol.
30. Cynnal gwiriadau dyddiol ac wythnosol yng nghyswllt offer a safleoedd.
31. Gweithio'n agos gyda'r Rheolwr Gwasanaeth Prydau a Darparwyr Gwasanaeth Prydau i ddatrys materion arferion gwaith diogel.
32. Bydd angen i chi gynnal gwiriadau a monitro stoc yn rheolaidd a pharatoi archebion fel bo angen.
33. Gwirio'r holl arian a dderbynnir cyn eu cadw yn y sêff.
34. Cymryd cyfrifoldeb am gerbydau a safleoedd - sicrhau y cynhelir gwiriadau dyddiol ac wythnosol a bod offer a safleoedd yn lân.
35. Gan ddefnyddio rhestr gynhyrchu, casglu'r prydau priodol o gypyrddau rhew a'u llwytho i ffwrn ac uned oeri a sicrhau fod y ffwrn yn gweithredu yn ôl y cyfarwyddyd.
36. Dosbarthu prydau i ddefnyddwyr gwasanaeth yn dilyn rhaglen dosbarthu, gan sicrhau y caiff defnyddwyr gwasanaeth eu gweld ac y caiff unrhyw achos am gonsyrn posibl ei adrodd yn ôl fel sydd angen.
37. Dosbarthu dalenni bwydlenni wythnosol a gohebiaeth arall i ddefnyddwyr gwasanaeth gan eu cynorthwyo i lenwi mewn lle bo angen.
38. Casglu'r swm cywir o arian gan bob defnyddiwr gwasanaeth, gan roi derbynebaw i adlewyrchu taliadau a thaliadau prydlon.
39. Cadw cofnodion dyddiol fel bo angen gan y cydlynnydd gwasanaeth.
40. Cymryd rhan mewn cyfarfodydd tîm staff ac arwain mewn cyfarfodydd shift.
41. Yn ôl cyfarwyddyd y Rheolwr Gwasanaeth Prydain, roi hyfforddiant cynefino i aelodau newydd o staff yn unol â fframwaith cynefino Cyngor Gofal Cymru a rhaglen 'Llwybr' y gyfarwyddiaeth ar gyfer cyflogeion newydd.
42. Cydlynu gyda rheolwyr gofal a phartion eraill sy'n ymwneud, fel sy'n briodol i sicrhau y caiff gwybodaeth ei chyfnewid yn gywir yng nghyswllt anghenion/amgylchiadau defnyddwyr gwasanaeth.
43. Cadw gwybodaeth ar staff a defnyddwyr gwasanaeth yn gywir ac yn gyfrinachol.
44. Gweithio'n hyblyg a sicrhau gwybodaeth o rowndiau dosbarthu fel y gallwch ymateb i geisiadau i weithio tu fas i ardaloedd gwaith arferol ac amserau gwaith arferol fel sydd ei angen gan y Rheolwr Gwasanaeth Prydau.
45. Bod yn rhagweithiol wrth ddatblygu'r gwasanaeth, gan wneud y newidiadau angenrheidiol i arferion i ymgorffori cynlluniau a chynlluniau newydd.
46. Llanw yn absenoldeb cydweithwyr.
47. Bod yn ymwybodol o'ch anghenion datblygu personol eich hun a chymryd rhan weithgar mewn hyfforddiant, goruchwyliaeth a gwerthuso.
48. Bod yn ymwybodol o a gweithio o fewn polisïau a gweithdrefnau'r Cyngor sy'n berthnasol i'r swydd.
49. Gweithio gyda a datblygu a hyrwyddo safonau ansawdd.
50. Cynghori'r Rheolwr Gwasanaeth Prydau am unrhyw ddiffygion tebygol yn y gwasanaeth.
51. Dangos parodrwydd i gydymffurfio gyda a gweithredu polisi cyfle cyfartal y Cyngor, yn cynnwys dilyn hyfforddiant priodol ar ymwybyddiaeth cydraddoldeb.
52. Bod yn gyfrifol am weithredu a monitro iechyd a diogelwch mewn gwaith mewn ardaloedd dynodedig fel y nodir ym mholisi a gweithdrefnau iechyd a diogelwch yr awdurdod.

Mae'r disgrifiad swydd yma'n adlewyrchu'r prif dasgau i gael eu gwneud gan y swyddog ac yn dynodi lefel cyfrifoldeb y byddai angen i ddeiliad y swydd

weithredu. Gall y prif dasgau gael eu hadolygu er budd gweithio effeithlon i adlewyrchu newidiadau yn anghenion ac amgylchiadau'r adran.

I gael trafodaeth anffurfiol am y swydd cysylltwch â: Pauline Batty,
Cydlynnydd (01873) 882911

Dyddiad Cau: 12 hanner dydd ar ddydd Gwener 3 Chwefror, 2017

CYNGOR SIR FYNWY
CYFARWYDDIAETH GWASANAETHAU CYMDEITHASOL A THAI
MANYLEB PERSON

TEITL Y SWYDD: Uwch Ddarparwydd Gwasanaeth Prydau (Gofal Uniongyrchol)

ARDAL/TÎM: Gwasanaethau Gofal Uniongyrchol

GOFYNION		SUT Y PROFIR
PWYSIAD - UCHEL, CANOLIG, ISEL		
1	ADDYSG/CYMWYSTERAU/GWYBODAETH	
1.1	Gwybodaeth gyfoes o safonau diogelwch bwyd a HACCAP a pharodrwydd i ddilyn hyfforddiant Lefel 3 Diogelwch Bwyd. (UCHEL)	Ffurflen Gais
1.2	Tystysgrif gyfredol mewn glanweithdra bwyd a pharodrwydd i sicrhau cymhwyster Lefel 3. (UCHEL)	Ffurflen Gais
1.3	Gwybodaeth gyfredol o ddeddfwriaeth iechyd a diogelwch (UCHEL)	Ffurflen Gais
2.	PROFIAD	
2.1	Profiad o weithio mewn amgylchedd gofal-arlwyo (UCHEL)	Ffurflen Gais
3	DONIAU A SGILIAU	
3.1	Y cyfle i weithio mewn amodau anodd a dan bwysau (UCHEL)	Cyfweliad/ Ffurflen Gais
3.2	Gwybodaeth sylfaenol o dechnoleg gwybodaeth (UCHEL)	Cyfweliad/ Ffurflen Gais
3.3	Yr hyder i sicrhau newid i hyrwyddo ansad a chysondeb (UCHEL)	Cyfweliad/ Ffurflen Gais
3.4	Dull gweithredu hyblyg (UCHEL)	Cyfweliad
3.5	Sgiliau cyfathrebu ysgrifenedig a llafar da (UCHEL)	Cyfweliad/ Ffurflen Gais
3.6	Yr hyder i gyfathrebu'n effeithlon ar eich pen eich hun a hefyd fel rhan o dîm (UCHEL)	Cyfweliad
3.7	Gallu gweithio'n effeithlon ar eich pen eich hun ac fel rhan o dîm. (UCHEL)	Cyfweliad
3.8	Rhifedd ardderchog (UCHEL)	Cyfweliad
4.	NODWEDDION PERSONOL	
4.1	Ymrwymiad i'r safonau uchaf ar gyfer y gwasanaeth a'i ddatblygiad parhaus (UCHEL)	Cyfweliad
4.2	Ymrwymiad personol i anghenion hyfforddiant a datblygu yr holl staff (UCHEL)	Cyfweliad
4.3	Hunangymhelliant a ffocws (UCHEL)	Cyfweliad
4.4	Ymrwymiad i ddatblygiad personol a thîm (UCHEL)	Ffurflen Gais
4.5	Hyblygrwydd o ran dull a man gwaith (UCHEL)	Cyfweliad
5.	AMGYLCHIADAU	
5.1	Trwydded yrru lawn (UCHEL)	Ffurflen Gais
6.	CYFLE CYFARTAL	
6.2	Dangos parodrwydd i gydymffurfio gyda a gweithredu polisi cyfle cyfartal y Cyngor. (UCHEL)	Cyfweliad